

Roll Out Strategy FRS Data Steward Network - DRAFT - April 19, 2000

As the Agency begins the Information Integration Initiative, the Facility Registry System (FRS) a database of authoritative facility identification records is a critical early product. The FRS development project relies in part on the Agency and its state partners assuming responsibility for the accuracy and timeliness of facility data. This will require creating and maintaining an extensive data steward network and process. Verification and validation of some FRS records will require manual intervention of data stewards at various levels including program systems, regions and states to improve data quality and the availability of authoritative data to all parties. The FRS Plan includes the following specific data stewardship activities:

- Attention to the FRS records that are incomplete or incorrect.
- Attention to manual linkages of program records to the FRS in the population strategy.
- Establishing and maintaining a network of regional, tribal, state and other environmental regulatory agency contacts for data stewardship.
- Attention to resolving incorrect information identified by the public or regulated community pertaining to the FRS records.
- Working with selected states when master state record files are being reconciled in the FRS.

FRS Data Stewardship activities must be compatible with and set the stage for the execution of data steward responsibilities in other areas of data management and exchange including the integrated error correction process, central receiving, nascent EPA/State data exchange networks and current routine exchanges of data between states and current program systems.

FRS headquarters and regional participants in the Action Teams over the past weeks have identified a well coordinated roll-out strategy for data stewardship as a requirement for successful implementation. The goal is to have data stewardship responsibilities recognized, endorsed and assumed by all appropriate levels of EPA program and regional offices and implemented as a core part of data management responsibilities.

To accomplish this coordinated communication with agency leadership responsible for management of EPA environmental data must be devised.. The following is a suggested approach for this effort.

- 1) Information prepared about the FRS Data Stewardship functions for general use with program systems, regions and a variety of oversight and management groups including Quality Information Council (QIC) with request for communication to program system managers.
- 2) Creation of a Data Stewards directive/information memo to be signed and distributed to programs offices and regions by the CIO.
- 3) Delivery of prepared information briefing for use during regular headquarters meetings with regional leadership (i.e., Monday morning Deputy Administrator led General meetings/conference calls).

- 4) Incorporation of section for program managers in May national data stewards meeting.
- 5) Wide distribution of Data Stewards Procedures Manual.
- 6) Place FRS Data Stewardship on agenda for regular regional meetings, DRA/RA conference calls.
- 7) Place on Reinvention Action Council Agenda.
- 8) Incorporate on Agenda of next EPA/State Information Management Workgroup meeting.
- 9) Set up briefing/meetings at regional offices with regional program staff and data stewards.